

Michigan Department of Education
Office of Special Education & Early Intervention Services

**FULL APPROVAL FOR
SUPERVISOR OF SPECIAL EDUCATION**

Policy & Criteria

POLICY:

1. A request for full approval as a supervisor of special education is initiated by the employer for a candidate who has met the following requirements:
 - a. Master's degree or equivalent.
 - b. Full approval or endorsement in at least one area of special education.
 - c. Three years of successful experience in special education.
 - d. Verification for supervisor of special education from a Michigan university/college approved for the preparation of special education supervisors indicating that all requirements for full approval have been met.
2. A request for approval must be received by the Michigan Department of Education (MDE) during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
3. Full approval as a supervisor of special education does not expire and is transferable from one employer to the next.
4. Full approval as a supervisor of special education is effective from the beginning of the school year in which it is requested or from the date that the candidate completed all requirements for full approval, whichever is later.

CRITERIA:

- The candidate must hold an earned master's degree or higher.
- The candidate must hold full approval or endorsement in at least 1 area of special education.
- The candidate must have completed 3 years of successful experience in special education.

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- The candidate must receive a verification form for supervisor of special education from a Michigan university/college approved for the preparation of special education supervisors indicating that all requirements for full approval have been met.

PROCEDURES:

The employer (LEA/ISD/PSA/State Agency-Facility) or the candidate must:

- Initiate the request by filling out all applicable information on the Full Approval for Supervisor of Special Education form.
- Forward all information to the ISD; retain a copy for your records.

The ISD will:

- Determine if the request is accurate and complete.
- Forward a copy of request form and all attachments to the university/college of training for supervisor of special education.

The Michigan University/College will:

- Complete the University/College Program Verification (PV) form to verify the candidate completed all coursework in a program of training for supervisor of special education.
- Retain a copy of the University/College PV form and all information included in the request.
- Send the remaining copies of the University/College PV form to the ISD.

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The ISD will:

- Review the University/College PV form.
- Complete applicable information on the request form.
- Retain a copy of the University/College PV form and all information included in the request.
- Submit request electronically to the MDE-OSE-EIS, and print the approval letter that is generated automatically after submission.
- Retain a copy of the approval letter. Distribute a copy of the approval letter to the employer.

The employer will:

- Distribute a copy of the approval letter to the candidate.

(Rev. 12/2008)